

# Superior Court of California County of Sacramento

*An Equal Opportunity Employer*

## **ANNOUNCES AN EMPLOYMENT OPPORTUNITY for DEPUTY CLERK II/III**

### **THE POSITION:**

The Superior Court of California, County of Sacramento is now accepting applications for Deputy Clerk II/III. The Court is recruiting for Deputy Clerks to perform general/legal clerical work necessary to support the operations of the Sacramento Superior Court. Essential duties vary depending upon the assignment, but generally include: document processing and filing, reception and public contact, records management, data entry, typing, and receiving and processing fines and other monies. Certain positions require the ability to move files and boxes weighing up to 30 pounds. Deputy Clerk positions are located at various Court locations.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) The probationary period for this classification is one (1) year.

<b>SALARY:</b>	<b>Level II:</b>	<b>\$1,028.00 - \$1,248.80 bi-weekly</b> <b>\$2,236.00 - \$2,716.00 monthly</b>
	<b>Level III:</b>	<b>\$1,153.60 - \$1,403.20 bi-weekly</b> <b>\$2,509.00 - \$3,052.00 monthly</b>

Deputy Clerk II/III positions are flexibly staffed. Applicants are typically hired at the entry/working level (Level II) and advance to the higher journey level (Level III) after gaining experience and upon demonstrated proficiency after a one (1) year period.

<b>LAST DAY TO APPLY:</b>	<b>Initial Filing Date: Monday, March 21, 2005 at 5:00 p.m.</b> (This is a continuous filing exam. Applications will continue to be accepted after the above date; however, applications submitted after the initial or subsequent filing dates will not be considered until the next filing date is established.)
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### **ESSENTIAL DUTIES:**

Examples of duties performed by the Deputy Clerk II/III include but are not limited to:

- Performs a wide variety of legal clerical support work requiring a thorough knowledge and understanding of court functions, policies and procedures within an assigned area.
- Reviews documents, researches discrepancies and verifies information; develops calendars, schedules court dates and records dispositions.
- Responds to and resolves difficult customer service questions and problems.
- Provides information to attorneys, litigants and the public regarding unit functions; regularly serves as a liaison with other departments, outside law enforcement agencies and other concerned parties.
- Enters and retrieves data from on-line computer systems; reviews information and makes corrections.

- Prepares a variety of documents related to processing of small claims, civil, traffic, unlawful detainer, criminal, juvenile, probate or family law such as writs, abstracts of judgments, orders of executions, minute orders, summons and subpoenas.
- Accepts legal documents; reviews for correct form and timeliness; annotates case files and status records to reflect receipt and due date for response or other actions required.
- Operates a variety of office machines and equipment such as computer terminals, printer, fax machine, telephone equipment, adding machines, calculators and microfilm equipment as needed.
- Sorts and files legal materials such as forms, pleadings, correspondence and related documents; locates and pulls court files; searches files and verifies that materials placed in files are related and complete; prepares new court folders and inserts related court materials in accordance with specific procedures.

## **MINIMUM QUALIFICATIONS:**

### **DEPUTY CLERK II**

#### **Either I**

**Experience:** One (1) year of experience performing clerical duties. Knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions is desirable.

#### **Or II**

**Experience:** One (1) year of work experience which required the use of customer service skills likely to produce the required knowledge and abilities in order to work well under pressure and exercise good judgment, tact and initiative in stressful situations.

#### **Or III**

**Education:** Completion of an Associate of Arts degree or higher level of education from an accredited college or university in a course of study related to the knowledge, skills and abilities for the classification, e.g., English, Communications, Justice Administration, etc.

### **DEPUTY CLERK III**

**Experience:** Two (2) years experience performing duties that required a knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions.

**Substitution:** (1) Completion of major course work from an accredited college, university, business school or training school in a field that is related to the knowledge and abilities specified for this class: **or** (2) Completion of a legal assistant certificate program from an accredited business school, college or university may be substituted for the required experience up to a maximum of one (1) year.

#### **Knowledge of:**

Clerical practices and procedures; English grammar, spelling and usage, principles and practices of public relations; cashiering; basic arithmetic, including addition, subtraction, multiplication and division.

In addition to the above, the **Deputy Clerk III** position requires knowledge of:

Legal clerical and financial recordkeeping practices and procedures; legal statutes and rules; functions and procedures of the Superior Court of California, County of Sacramento's system; legal terminology; legal process forms and their statutory filing requirements.

### **Ability to:**

Perform clerical work involving judgment and accuracy; understand, explain and apply office practices and procedures; establish and maintain effective working relationships with others, including attorneys, co-workers and the public; operate standard office machines and equipment such as typewriter, word processing equipment, computer terminal, printer, adding machine and copying equipment; read, write and speak English at a level necessary for satisfactory job performance; type at a rate of 35 net words per minute from clear copy.

In addition to the above, the **Deputy Clerk III** position requires the ability to:

Research, understand, interpret, explain and utilize California statutes relating to court procedures, such as Code of Civil Procedure, Government, Penal, Vehicle, Civil, Probate, Welfare and Institutions Codes and California Rules of Court; understand, explain and apply legal terminology; review legal documents for correctness of form, completeness of information and conformance with requirements; explain laws, regulations and procedures regarding completion and filing of legal documents, ascertain compliance and provide appropriate information to concerned parties.

### **SELECTION PROCEDURES: (Please read the following Selection Procedures carefully.)**

1. Applicants must submit a completed **court application form** and **resume** by **5:00 p.m. on Monday, March 21, 2005 (or until filled)**. Applications received by the initial filing date of March 21, 2005 will be the first to be considered. Applications will continue to be accepted after the above date; however, applications submitted after the initial or subsequent filing dates will not be considered until the next filing date is established. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be screened to determine if the applicant meets the minimum qualifications.
3. Applicants meeting the minimum qualifications will be scheduled to take the Cooperative Testing Venture (CTV) written examination. Applicants will be notified by Cooperative Personnel Services (CPS) of their scheduled examination date, time and location at least two (2) weeks prior to the examination date. The test will be scheduled on a **Tuesday, Wednesday, Thursday or Saturday** during the month of **May 2005**. **Applicants are required to take the test on the date assigned by CPS.**
4. Applicants who have successfully completed the CTV examination by receiving a total written test score of **78** or above on subtests **1, 2, 3, 4, 5** and **6** within the past three (3) years do not need to re-take the examination. Applicants who have successfully completed the CTV examination within the past three (3) years must list the CTV examination on the Court application form under Certification or Licenses and the date the examination was taken under Date Completed.
5. Applicants successful in all testing phases, including achieving a total written test score of **78** or above on subtests **1, 2, 3, 4, 5** and **6** of the CTV examination will be placed on the eligible list.
6. Hiring Managers/Supervisors will screen applications from the eligibility list as job openings occur. Applicants who are identified for a hiring interview will be contacted by the hiring Manager/Supervisor.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

- Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.
- Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen  $\frac{1}{2}$  (13  $\frac{1}{2}$ ) holidays per year.
- Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.
- Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.
- Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.
- Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.
- Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.
- Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.
- Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.